

United States District Court and United States Bankruptcy Court
REQUEST FOR PHOTOCOPY OF COURT CASE
available by fax or mail from the
National Archives and Records Administration, Mid Atlantic Region, Philadelphia

MAIL ORDERS TO: NARA, 14700 Townsend Rd., Philadelphia, PA 19154-1096
FAX ORDERS TO: 215-305-2039 ORDER BY PHONE: 215-305-2020

Instructions. Follow the five steps below to obtain a case file copy via fax or mail. (Note: you may also review a case file on site. For on-site review, call or send us the case file information, tell us you want on-site review, and we'll call you when the file is retrieved. The review is free; copies made on-site cost \$.50 per page.)

1. Fill in your name, address and phone number where we can call you in case of a problem.

NAME _____ PHONE(____) _____
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2. Obtain case file information from the court where the case was filed and closed. ALL information is required.

COURT NAME/LOCATION _____

CASE FILE NUMBER _____ CASE NAME _____

FRC ACCESSION NUMBER _____

FRC LOCATION NUMBER _____

AGENCY BOX NUMBER _____ of _____

3. Order a complete case (up to 70 pages faxed or mailed) or a package. Bankruptcy package = the discharge, list of creditors (schedules D, E, F), and the original petition for individual cases only (not business or adversary cases.) Criminal package = judgment, indictment and either sentence, probation, or commitment order. No package for civil case. Check yes *or* no for certification (mailed copy only). Request mail *or* fax delivery.

Please send (check one): _____ COMPLETE FILE (\$35) or _____ PACKAGE (\$10)
Certification (\$6)? _____ YES _____ NO Send via (check one): _____ FAX *or* _____ MAIL

YOUR FAX NUMBER (only if fax delivery requested) (____) _____

4. Enclose payment via credit card for faxed orders or credit card, check, or money order for mailed orders.
Check or money order enclosed for \$ _____, payable to National Archives Trust Fund.

Charge to: (circle one) VISA MasterCard Discovery American Express

ACCOUNT: _____ EXPIRE: _____ / _____

5. Call, mail, or fax this order form to the number or address at top of form. We do not confirm that a fax was received; please use your fax response. We will fax or mail your order within three business days. You may also arrange for express delivery at your expense. If we have a question about your request, we will call you.

Question? Visit www.nara.gov, or call the Archives at 215-305-2020.